

**Phoenix Program**  
**Process Definition – General Ledger**

Process	<b><i>Unpost a journal from an Open Accounting Period</i></b>
Process Number	<b><i>GL – 016</i></b>

***Description of Process***

Unpost a journal from an open Accounting Period using the Mark Journals for Unposting Panel. Unposting a journal entry means reversing a journal entry that has already been posted to the ledger. For audit trail purposes, the Unpost process creates a new journal that is an identical replica of the original journal entry with the amounts reversed, resulting in an offset. In order to identify and track journal entries throughout the system, PeopleSoft assigns a sequence number to each journal. The default sequence number for an original entry is zero (0). When you unpost an entry, the copied entry is assigned a sequence number of one (1). ***You can only unpost a journal once.***

***Input to Process***

Existing journal in PeopleSoft that has been posted, but has been authorized to be unposted by a designated user at a supervisory level.

***Output of Process***

Journal entry with identical chartfield and descriptive data as the original entry, with the amounts reversed and an unpost sequence of "1."

***Service Level Agreement Required? (if yes, provide a brief description)***

N/A

***PeopleSoft Panel Groups being Used***

Function	Panel Group
Process	Mark Journals for Unposting

## Phoenix Program Process Definition – General Ledger

### *Business Process Description*

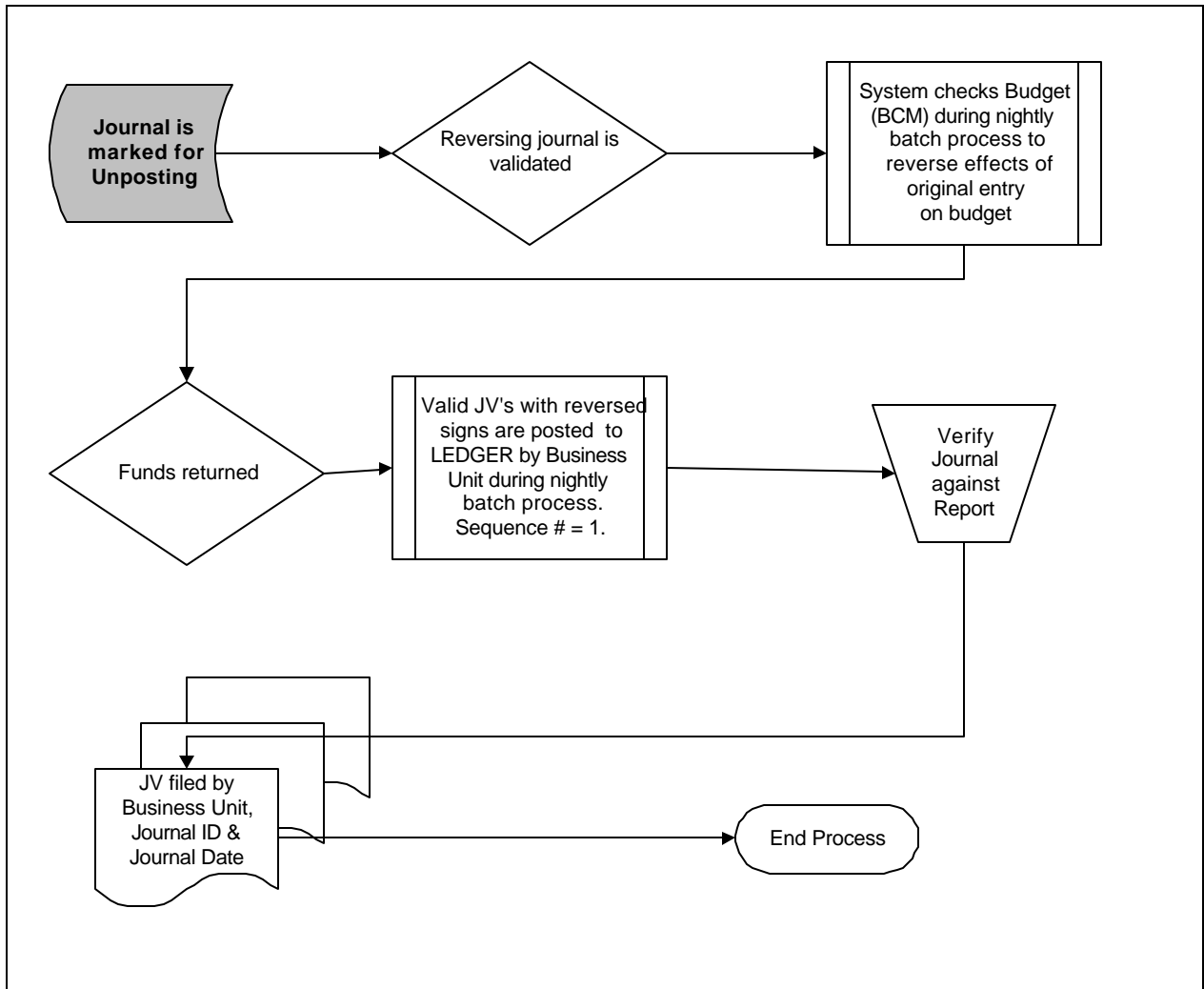
Process Description	Responsibility (Agency/Centralized)
<b><u>Step 1: Enter selection criteria to find journals to unpost</u></b> Enter the Business Unit, Ledger Group, Year, Period and Source to determine which journals can be unposted.	Agency
<b><u>Step 2: Select the journal(s) you wish to unpost</u></b> From the list generated by the criteria in Step 1, select the journals you wish to unpost by turning on the check box next to the Journal ID.	Agency
<b><u>Step 3: Save the panel</u></b> Your journal selections will be unposted automatically when the Edit, Budget Checking, and Post processes run in the nightly batch cycle.	Agency

### *Forms Used with Process (#)*

\*\*Attach sample form(s)

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### Process Flow Diagram (if appropriate):



### Process Signoff

Tested By  
Date Tested